

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



May 22, 1991

ALL-COUNTY LETTER NO. 91-43

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: Automation of Child Welfare Services
Program: Interim Systems PolicyREFERENCE: Manual of Policy and Procedures, Section 28-005,
28-010, 28-110, 28-115.

The State Department of Social Services (SDSS) is currently in the competitive bid process to secure a vendor for the development, implementation, and maintenance of the Child Welfare Services Case Management System (CWS/CMS). In an effort to acquire proposals for a system which will support Counties' needs, the SDSS has received Legislative agreement to move the CWS/CMS statewide implementation date to January 1, 1994. Subsequently, the SDSS has revised the Child Welfare Services (CWS) Interim Systems Policy including extending the payback date to align with statewide implementation. The CWS Interim Systems Policy will continue to be used in the review of County Advance Planning Documents (APD) requesting electronic data processing (EDP) for CWS automation; however, the following revised guidelines will supersede those outlined in the previous All County Letter (ACL) Number 90-91:

Automation Required To Maintain Existing CWS EDP Systems

This policy governs requests for the replacement or enhancement of a current CWS EDP system (including additional workstations or the automation of a manual process to improve on the efficiency and/or effectiveness of operations).

This policy will be applied within existing Division 28 regulations. Counties must continue to submit all appropriate EDP acquisition requests to the SDSS Statewide Systems Program Management Bureau (SSPMB). The CWS Interim Policy will then be applied within the standard EDP review process.

County requests for enhancement or replacement to existing CWS systems should provide the following information:

- o Justification for the urgent need in order to meet State mandates and/or requirements or to maintain system operations;
- o Demonstrate that the existing equipment/system is no longer functional (i.e., down time, repair record, reached capacity) and/or is no longer supported by the industry;

- o Evaluate alternatives and demonstrate that this is the most economical approach;
- o Agree to replace the County CWS system with the CWS/CMS in accordance with the statewide implementation schedule that will be developed by SDSS; and,
- o Provide a cost benefit analysis, in accordance with Division 28-110 regulations demonstrating payback prior to June 30, 1993. Payback does not begin until installation of the entire system is complete and the system becomes operational. Payback cannot be realized until the net savings identified in the APD offset the one-time development cost for the project.

Automation For New CWS Systems Not Currently in Existence

Requests for new system development with a payback by June 30, 1993, will be considered on a case by case basis. These requests must provide the same documentation as detailed in the first section of this ACL.

Automation Of CWS Support Activities

Requests which provide administrative or clerical support automation (i.e., automation of personnel transactions or clerical support pools) but do not have a direct effect on automation of CWS programs or include functionality of the proposed CWS/CMS project will still be approved if all other applicable Division 28 criteria are met.

If you have any questions regarding the approval of CWS automation during this interim period, please contact Ms. Judith R. Silva in the Child Welfare Services Systems Bureau at (916) 327-8117.



LOREN D. SUTER
Deputy Director
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cc: CWDA